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2007

# CareerShop

A catalogue of career and workplace resources

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

Including resources for employers,  
immigrants and workers



## **e-CareerShop—Download or order products on-line**

**[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)**

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To find out which publications are available for download, scroll down to the Product Search box on the e-CareerShop website and click on the **View on-line products** link. To download, find the publication you need and click on the **Download Publication (PDF)** link. Other quick links under Product Search allow you to view only new products, view products alphabetically, or search for products by audience (e.g. immigrants), category (e.g. workplace resources), format (e.g. posters), and keyword.

## **Or contact to order**

To order extra copies of this catalogue (Catalogue Item #675100) or the resources listed, see the Order Form on page 36, or contact

Learning Resources Centre

12360–142 Street

Edmonton, AB T5L 4X9

Internet [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

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Telephone (780) 427-5775

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People, Skills and Workplace Resources

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ISBN 978-0-7785-5382-3

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# WELCOME

## to the CareerShop 2007 catalogue... your one-stop shop for career and workplace resources

You'll find current, well-researched, easy-to-understand publications and posters about career planning, the workplace and the labour market. We specialize in information resources to help Albertans make informed decisions about careers, learning and employment.

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- Employing a Diverse Workforce: Making it work
- *English Express*: Be Safe at Work
- *English Express*: Looking for a Job
- Leaving Your Small Business: Your plan for a successful transition

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		Aboriginal People	Employers, including Managers/Supervisors	Low Literacy	Older Workers	Parents	Persons with Disabilities	Job Seekers/Workers	Teachers/Counsellors, Career and HR Practitioners	Youth	Immigrants
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Generally, the publications listed in this catalogue are produced for all Albertans.  
Use this chart to find publications by topic or for a specific audience.

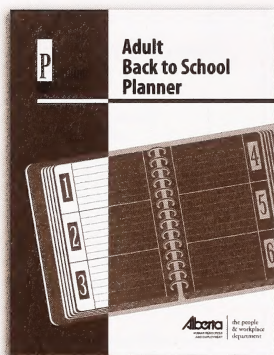
Category/Title	Page	Audience									
		Aboriginal People	Employers, including Managers/Supervisors	Low Literacy	Older Workers	Parents	Persons with Disabilities	Job Seekers/Workers	Teachers/Counsellors, Career and HR Practitioners	Youth	Immigrants
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# PUBLICATIONS

## Adult Back to School Planner

(easy-to-read workbook, 2002, 60 pp.)

**Target Audience:** low literacy



Everything an adult needs to know about going back to school—making a plan, anticipating the challenges and knowing where to go for support. This workbook deals with how to cope with change, organize your life, take care of the kids, and more. It also covers effective study habits so you can get your homework done and maintain some balance in your life. Part of a planning series that includes *Career Planner* and *Education and Training Planner*.

**Catalogue Item # 462094**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Advanced Techniques for Work Search

(workbook, updated 2007)

**Target Audience:** job seekers/workers

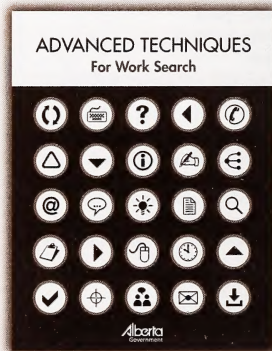
This workbook is designed to help self-directed adults with experience in the workforce or post-secondary education and training improve their work search strategies. Learn to sell your skills in today's competitive job market using portfolios, proposals, cover letters, resumé and curricula vitae. This updated version features new information on networking, information interviewing, using the Internet in your work search and formatting and tailoring your resumé.

**Catalogue Item # 462135**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

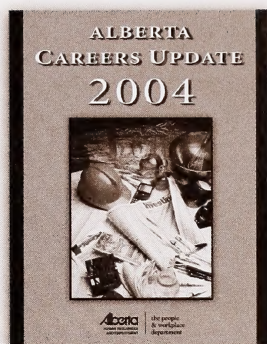


Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

(book, 2004, 60 pp.)

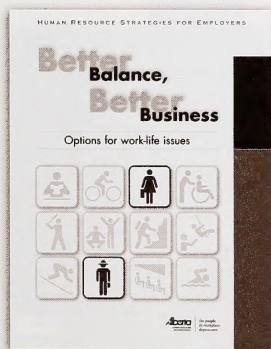
This book looks at the global and provincial trends affecting Alberta's economy and society. These trends have an impact on occupations in the province and can affect career planning decisions. An Occupational Outlook section includes projections for over 500 occupational groups.

Also available on-line, free of charge, at  
**[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)**



## Options for work-life issues

**Target Audience:** employers, including managers/supervisors



Free of charge for Alberta, NWT and Nunavut residents  
Out of Alberta 1-9 copies \$6.50 each  
10+ copies \$5.25 each

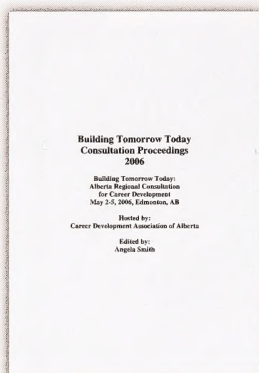
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Building Tomorrow Today

(conference proceedings, coil-bound book)

**Target Audience:** teachers/counsellors, career and HR practitioners



Building Tomorrow Today, the annual Alberta Regional Consultation on Career Development, draws practitioners from all over Alberta and beyond for three days of professional development. Sessions and discussions help career development practitioners keep in touch with leading-edge developments in their field, learn practical skills to use with their clients and rekindle their sense of vision for the future. This book of proceedings outlines the keynote addresses and most of the sessions.

2006 Conference, **Catalogue Item # 623894**  
Professional Resource  
\$20.00 each

2007 Conference, **Catalogue Item # 674201**  
Professional Resource  
\$20.00 each (available Winter 2008)

## Canada Prospects 2006–2007

(magazine, 2006, 48 pp.)

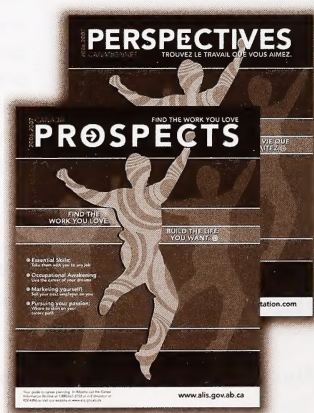
**NEW**

**Target Audience:** job seekers/workers; teachers/counsellors, career and HR practitioners; youth

"Find the work you love. Build the life you want." is the theme for *Canada Prospects 2006–2007*, based on the High 5 message "Follow Your Heart." This full-colour interactive magazine features personal career stories, insights from employers and hands-on tools to help you acquire the skills employers look for. Also available in French, *Perspectives canadiennes 2006–2007*.

**Catalogue Item # 650152 English, # 650178 French**

Free of charge for Alberta, NWT and Nunavut residents compliments of the Canada Career Consortium.  
Out of Alberta order from **www.careerccc.org**



## Canada Prospects Facilitator's Guide 2006–2007

(facilitator guide, 2006, 32 pp.)

**NEW**

**Target Audience:** teachers/counsellors, career and HR practitioners

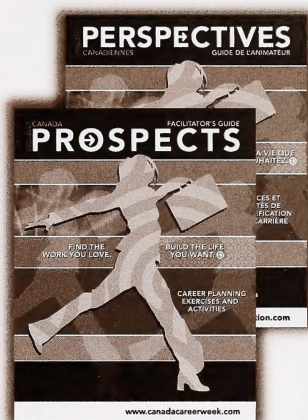
A practical companion to *Canada Prospects 2006–2007*, this bilingual guide offers a collection of easy-to-deliver, hands-on activities that invite students, youth and adults in career transition to apply the career information and tools in *Canada Prospects* and *Perspectives canadiennes*.

Catalogue Item # 650160 Bilingual

Professional Resource

Free of charge for Alberta, NWT and Nunavut residents compliments of the Canada Career Consortium.

Out of Alberta order from [www.careerccc.org](http://www.careerccc.org)



## Career Digest

**Career development concepts for today**

(facilitator guide/handouts, 2000, 3-hole punched, 107 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners



Whether you're guiding clients or students in maintaining momentum or in following their passions, *Career Digest* has something for you. This package provides short, easy-to-read articles covering Self-Discovery, World of Work, Working Well, Career Building, Work Search, and Personal Development and Transitions. It also has a facilitator's guide with examples of ways the articles can be used as handouts in group or classroom settings. Also available in French, *Sélections Carrière: Concepts en développement de carrière pour le monde d'aujourd'hui*.

Catalogue Item # 407347 English, # 408600 French

Professional Resource

\$15.00 each for Alberta, NWT and Nunavut residents

\$25.00 each out of Alberta

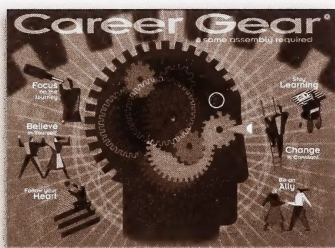
# PUBLICATIONS

## Career Gear

**\* some assembly required**

(organizer, vinyl pouch, 2001)

**Target Audience:** youth



There's a lot of great information out there to help you plan your career, choose a school or find a job. But how do you keep it all organized? *Career Gear* \* some assembly required is created for just that purpose. This vinyl pouch holds dividers for career, learning and employment information plus an extra tab that you can customize. As you gather information from multiple sources, you can organize it all in your personal folders.

**Catalogue Item # 444133**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$7.00 each

10+ copies \$6.50 each

## Career Planner

**Choosing an occupation**

(easy-to-read workbook, 2002, 80 pp.)

**Target Audience:** low literacy; job seekers/workers; youth

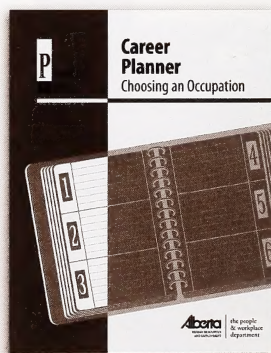
How do you decide what occupation is right for you? Take the five steps to a new career path. This plain language workbook is full of exercises and tips to work through the steps. It covers all of your questions: What am I doing right now? What do I need to know? What are my best choices? What do I need to do now? What actions will I take? The resource section offers additional sources of help. Part of a planning series that includes *Adult Back to School Planner* and *Education and Training Planner*.

**Catalogue Item # 462101**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## CERTinfo

**Certification and Registration Requirements for Employment in Alberta**  
(directory, 2007, 3-hole punched printed package)

**Target Audience:** teachers/counsellors, career and HR practitioners

Wondering about registration or certification requirements to work in specific skilled occupations in Alberta?

This directory provides information about occupations governed by Alberta legislation and regulations. A section titled Start Here answers frequently asked questions, while the section on Requirements for Professions and Trades provides information regarding specific occupations, including the titles of relevant legislation and who to contact for more information. *CERTinfo* is also available as an on-line resource at [www.alis.gov.ab.ca/certinfo](http://www.alis.gov.ab.ca/certinfo) for job seekers and immigrants.

**Available  
Summer 2007**

Catalogue Item # 534108

Professional Resource

\$10.00 each for Alberta, NWT and Nunavut residents

\$20.00 each out of Alberta

For additional Alberta occupational information, see *OCCinfo*.

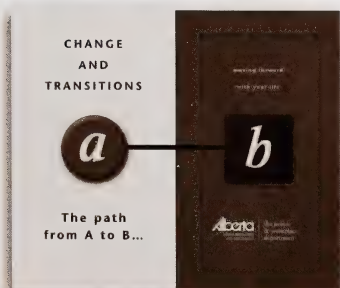
For additional information on educational programs in Alberta, see *EDinfo*.

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Change and Transitions

(book, 2002, 36 pp.)

**Target Audience:** job seekers/workers



Change is all around us, every day. Sometimes we want change in our life, and we make it happen. But sometimes change happens when we don't want it. This book explores change and the emotional transitions and stresses that go with it. Full of examples, exercises, practical tips and strategies, *Change and Transitions* encourages us to make the most of change.

Catalogue Item # 458910

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.00 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Creating a New Future

### The job-loss workbook

(workbook, updated 2004, 68 pp.)

**Target Audience:** job seekers/workers



Are you suddenly without work? You're not alone. The question is how do you feel and what do you do about it? This workbook offers a whole range of practical information, exercises and options to ease the transition from being employed to being unemployed, to moving on and creating a new future. Topics include response to job loss, negotiating a severance package, financial planning, coping, building a support network, retraining and work options, and much more. Includes personal stories from others—how they handled their failures and successes and how they turned crises into opportunities.

**Catalogue Item # 265886**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Diversity

### A strategy to meet your need for skilled workers

(book, 2002, 48 pp.)

**Target Audience:** employers, including managers/supervisors

How do you as a business owner fill shortages of skilled workers? Consider recruiting and retaining a diversified workforce. This book offers a sound business case for hiring Aboriginal workers, immigrants, older workers, persons with disabilities, visible minorities and youth. This publication is one of a series on Human Resource Strategies for Employers.

*Once stock is depleted, this publication will no longer be available and will be replaced by Employing a Diverse Workforce: Making it work (found later in this catalogue).*

**Catalogue Item # 462143**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$5.25 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

Download or order on-line at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

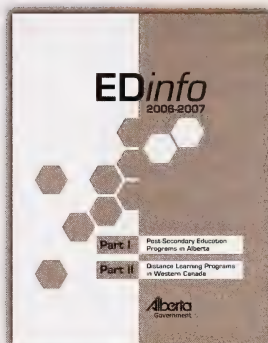
## EDinfo 2006–2007

(directory, 2006, 3-hole punched printed package, 1,500+ pp.)

**NEW**

**Target Audience:** teachers/counsellors, career and HR practitioners; youth

This two-part comprehensive directory provides counsellors and their clients with general information on post-secondary level education and training programs available in Alberta and distance learning programs available in Western Canada (British Columbia, Alberta, Saskatchewan and Manitoba). This resource gives you complete information at your fingertips. For the most current information at no charge, visit the website at [www.alis.gov.ab.ca/edinfo](http://www.alis.gov.ab.ca/edinfo)



Catalogue Item # 647208

Professional Resource

\$25.00 each for Alberta, NWT and Nunavut residents

\$40.00 each out of Alberta

For information on Alberta occupations, see *OCCinfo*.

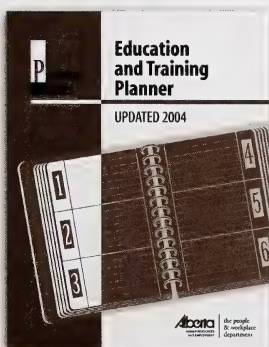
For information on registration and certification

requirements for Alberta occupations, see *CERTinfo*.

## Education and Training Planner

(easy-to-read workbook, updated 2004, 60 pp.)

**Target Audience:** low literacy; job seekers/workers; youth



Are you planning to take an education or training program? Know what your education and training options in Alberta are. This workbook will help you through all of the steps—being a smart shopper and choosing the right program and the right school, applying for admission and thinking about money. The resource section offers additional sources of help. Part of a planning series that includes *Adult Back to School Planner* and *Career Planner*.

Catalogue Item # 462119

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Employing a Diverse Workforce Making it work

(book, 2007)

**NEW**

**Target Audience:** employers, including managers/supervisors

**Available  
Fall 2007**

Employing a diverse pool of workers makes good business sense. This book provides you with information about how to support employees diverse in age, race, gender, physical ability, values, religion, culture and experience. This publication, one of a series on Human Resource Strategies for Employers, replaces *Diversity: A strategy to meet your need for skilled workers*.

Catalogue Item # 675126

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Will also be available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Employment Series for Persons with Disabilities

Set of three books

**Target Audience:** employers, including managers/supervisors; persons with disabilities; teachers/counsellors, career and HR practitioners

This series of three books provides practical tips and ideas about the issues that persons with disabilities encounter when connecting with the workplace. They can be ordered as a set or individually (see separate listings on the next page). To access these books in French contact the Canadian Career Development Foundation by phone at 1-877-729-6164 toll-free or Internet at [www.ccdf.ca](http://www.ccdf.ca). To access these books in alternate formats contact the Alberta Career Information Hotline at 1-800-661-3753 toll-free or (780) 422-4266 in Edmonton.

Catalogue Item # 438178

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$19.00 each set

10+ copies \$15.00 each set



## Tips for Employers

### Employment Series for Persons with Disabilities

(book, 2000, 48 pp.)

**Target Audience:** employers, including managers/supervisors

Today, more and more employers are hiring persons with disabilities. This book provides employers with a practical business approach, answers to typical concerns and questions, and resources.

Catalogue Item # 437162

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Tips for Job Seekers

### Employment Series for Persons with Disabilities

(book, 2000, 48 pp.)

**Target Audience:** persons with disabilities



This book provides job seekers who have disabilities with practical tips and ideas to help identify and overcome challenges and create opportunities. It suggests ways to deal with typical concerns and questions relating to work search.

Catalogue Item # 437154

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Tips for Service Providers

### Employment Series for Persons with Disabilities

(book, 2000, 64 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners

A resource written for service providers to support their efforts in helping persons with disabilities meet their employment goals. Service providers can include counsellors, employment agencies, vocational centres, and organizations working with persons with disabilities.

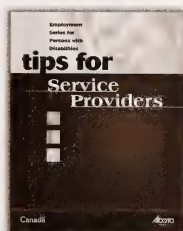
Catalogue Item # 437188

Professional Resource

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.75 each

10+ copies \$5.50 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

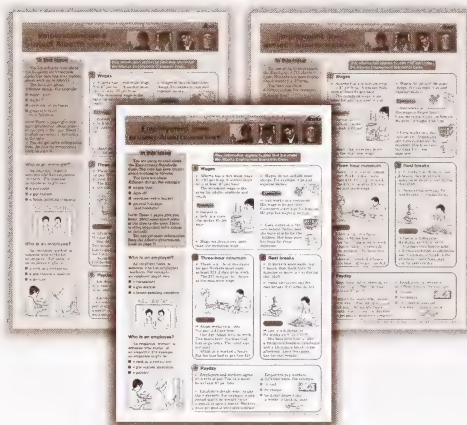
# PUBLICATIONS

## English Express supplements

(Special issues of the English Express newsletter)

**NEW**

**Target Audience:** low literacy, job seekers/workers, immigrants



These special issues of *English Express*, a newspaper-style publication for adults with basic reading skills in English, provide information on workplace topics. Developed in collaboration with Alberta Advanced Education. Sold individually.

## English Express: Be Safe at Work

(tabloid, 2007, 4 pp.)

This four-page supplement provides easy-to-read information about how to stay healthy and safe on the job. It illustrates how to spot danger; use safety equipment, report injuries and share health and safety concerns with employers.

Catalogue Item # 675118

Free of charge for Alberta, NWT and Nunavut residents  
Out of Alberta \$2.00 each

A view only version and accompanying downloadable Teaching Notes will also be available on-line at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

**Available  
Spring 2007**

**English Express:**  
**Employment Laws Protect Alberta Workers**

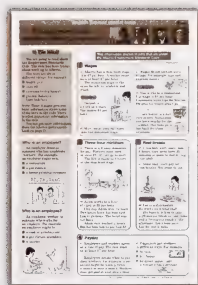
(tabloid, 2006, 4 pp.)

This supplement provides basic information about minimum wage, vacations, rest breaks, overtime, statutory holidays and how to read a pay stub.

Catalogue Item # 623860

Free of charge for Alberta, NWT and Nunavut residents  
Out of Alberta \$2.00 each

A view only version is available on-line at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



**English Express:**  
**Looking for a Job**

(tabloid, 2007, 8 pp.)

**Available  
Spring 2007**

*Looking for a Job* helps people learn important job search skills such as identifying skills and interests, setting goals, preparing a resumé, developing a back-up plan and preparing for a job interview. Written in basic English.

Catalogue Item # 675150

Free of charge for Alberta, NWT and Nunavut residents  
Out of Alberta \$2.00 each

A view only version and accompanying downloadable Teaching Notes will also be available on-line at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

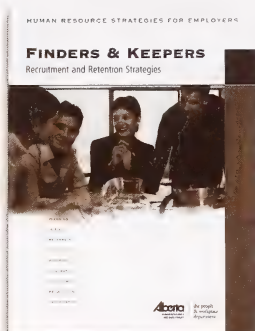
# PUBLICATIONS

## Finders & Keepers

Recruitment and retention strategies

(book, 2003, 64 pp.)

**Target Audience:** employers, including managers/supervisors



Employers who are able to find and keep valued employees gain the upper hand in today's labour market. *Finders & Keepers* provides proven strategies and practical tools to help small- and medium-sized employers attract, recruit, select and retain employees. It condenses best practices and current research into practical and affordable steps. It also contains information about additional resources and includes blank templates that will help employers meet the challenge of effective recruitment and retention. This publication is one of a series on Human Resource Strategies for Employers.

**Catalogue Item # 505232**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Finding Out

How to get the information you need to make the choices you want

(easy-to-read workbook, updated 2003, 44 pp.)

**Target Audience:** job seekers/workers; youth

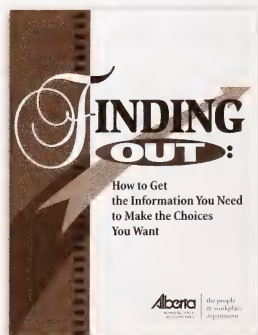
Trying to decide what to do next? To make the best decision, you'll need to find out all you can about your options. This book makes information gathering easy. Start with an inventory of your desires, interests, skills and values. Then, list career options that match. What education is required? What skills? What else do you need? Once you know the questions, this book shows you where to look for answers. Full of tips and examples of real people using research to get their career planning on target.

**Catalogue Item # 332883**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Groups Work

### A career practitioners' resource guide

(coil-bound book, 1995, 124 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners

The ultimate resource guide for career practitioners who want to enhance their group facilitation skills. The book provides a theoretical framework for understanding the adult learner, then offers practical techniques for every step of group facilitation from client screening to follow-up. The book is full of exercises and tips—even an appendix of icebreakers and warm-up games. Geared to career practitioners already familiar with the career planning/decision-making model and the resources used in adult career development.

*This product will be discontinued in 2008.*

Catalogue Item # 307802

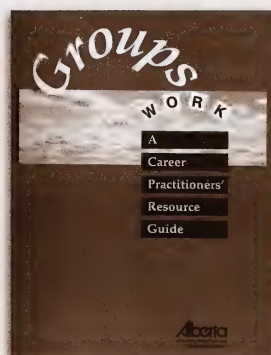
Professional Resource

Alberta/NWT/Nunavut 1–9 copies \$15.00 each

10+ copies \$10.00 each

Out of Alberta 1–9 copies \$25.00 each

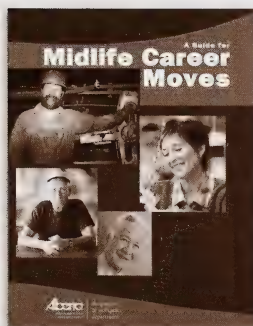
10+ copies \$20.00 each



## A Guide for Midlife Career Moves

(book, 2003, 56 pp.)

**Target Audience:** older workers (general public 45+ years)



Find yourself looking for work in midlife? This guide can help you move forward, one step at a time, until you are able to see your way ahead more clearly. Look at change and identify how to take advantage of positive characteristics associated with older workers. Consider your financial needs as you develop a sense of career direction, and explore non-traditional work alternatives and ways to find unadvertised work opportunities. Look at how to use your existing skills and learn new skills that don't require long training programs. Take advantage of the work search resources, programs and services available in your community.

Catalogue Item # 505191

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$5.25 each

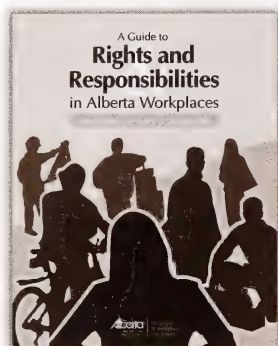
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## A Guide to Rights and Responsibilities in Alberta Workplaces

(book, 2005, 40 pp.)

**Target Audience:** employers, including managers/supervisors; job seekers/workers; youth; immigrants



Legislation specifies many of the rules that must be followed in Alberta workplaces by both workers and employers. If you are new to the workplace or an employer with a small- or medium-sized business, this publication can help you find answers to questions about employment standards, health and safety, human rights and workers' compensation procedures. Listed phone numbers and websites direct you to contact people and information to help you stay within the rules.

Catalogue Item # 567266

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## The Investigator 2006–2008

(booklet, 2006, 12 pp.)

NEW

**Target Audience:** teachers/counsellors, career and HR practitioners; youth

This publication is a handy reference for education and training, career, employment and workplace resources in Alberta. It includes general information, phone numbers and website addresses. To get your answers on the most commonly asked questions, click or call the contacts in *The Investigator*.

Catalogue Item # 643678

Free of charge

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



## Job Seeker's Handbook

An introductory guide to finding work

(workbook, 2002, 64 pp.)

**Target Audience:** job seekers/workers; youth

This basic guide to finding entry-level work is aimed at people who are new to the job search process. It features a skills inventory based on Conference Board of Canada Employability Skills 2000+, sample cover letters and resumé, tips for completing an application form and interview preparation questions. This edition also features information on scannable resumé.

**Catalogue Item # 462086**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



## Job Smart

Tips for staying employed

(book, 2003, 40 pp.)

**Target Audience:** job seekers/workers; teachers/counsellors, career and HR practitioners; youth



This basic guide to keeping a job features information about what employers are looking for in their employees. It includes self-assessment exercises, tips on problem solving and a list of helpful community resources. Written in plain language.

**Catalogue Item # 505240**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

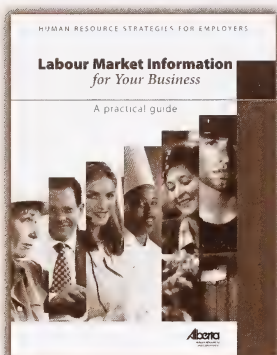
# PUBLICATIONS

## Labour Market Information for Your Business

**A practical guide**

(book, 2006, 40 pp.)

**Target Audience:** employers, including managers/supervisors



What is labour market information? Why should employers want to know about it? How is it used? This publication demonstrates how businesses can benefit from labour market information. It presents a business case for using labour market information to achieve greater productivity and competitiveness, provides testimonials from employers who have used labour market information to their advantage and lists many current links to reliable labour market information. This publication is one of a series on Human Resource Strategies for Employers.

**Catalogue item # 623878**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.50 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Lasting Gifts

**Parents, teens and the career journey**

(book, updated 1998, 54 pp.)

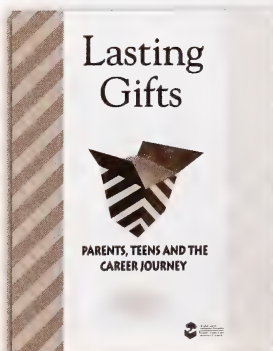
**Target Audience:** parents; youth

"There are only two lasting things that we can give our children. One is roots, the other is wings." *Lasting Gifts* gives parents a wise, warm, supportive framework for helping their teens prepare for the challenges ahead. Chapters are based on the High Five messages: Change is Constant, Follow Your Heart, Focus on the Journey, Be an Ally, and Stay Learning. Practical exercises help parents and teens sort out their respective values and dreams.

**Catalogue Item # 306854**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta order from [www.ccdf.ca](http://www.ccdf.ca)



## Leaving Your Small Business Your plan for a successful transition

(book, 2007)

**NEW**

**Target Audience:** employers, including managers/supervisors

What is a business succession or transition plan? Why should I have a succession plan? How do I develop a plan? Find answers to these and other important questions in this practical guide for small business owners.

It's never too early to develop a business succession plan. At some point you will be leaving your business, whether you sell, transfer your business to others or simply close the doors. Having a succession plan will help ensure value in your business, optimize financial security (including capital gains and tax implications), enhance employee relationships and provide peace of mind knowing that your business legacy will align with your vision. This publication is one of a series on Human Resource Strategies for Employers.

**Available  
Spring 2007**

Catalogue Item # 675142

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

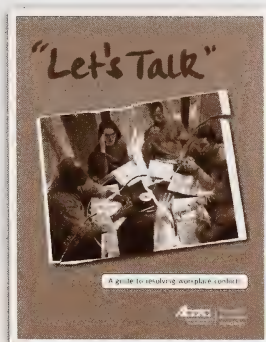
Will also be available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Let's Talk

**A guide to resolving workplace conflicts**

(book, 2004, 32 pp.)

**Target Audience:** employers, including managers/supervisors; job seekers/workers



If you've ever experienced disagreements in the workplace, this book is for you. The conflict resolution methods presented are helpful for employees and employers of large, medium and small organizations, whether it's a private sector company or a not-for-profit association. Contains information on how to handle situations internally and where to get outside help.

Catalogue Item # 534075

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

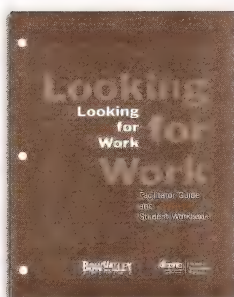
# PUBLICATIONS

## Looking for Work

### Facilitator guide and student workbook

(facilitator guide, 2002, 67 pp.; student workbook, 2002, 153 pp.)

**Target Audience:** low literacy; job seekers/workers; teachers/counsellors, career and HR practitioners



*Looking for Work*, a facilitator guide with a master photocopy-ready student workbook, is designed to help tutors and instructors prepare lessons and provide activities for people who face literacy as a barrier to finding work. The student workbook, written at a Grade 5 reading level, is ideal for individual and group settings. This publication was produced in partnership with Bow Valley College and the National Literacy Secretariat.

Catalogue Item # 462078

Professional Resource

\$12.00 each

## Making Sense of Labour Market Information

(book, 2003, 32 pp.)

**Target Audience:** job seekers/workers

If you're not sure what labour market information is, why you need it or where to find it, then this book is for you. It provides examples of how to use labour market information when making career, learning and employment decisions.

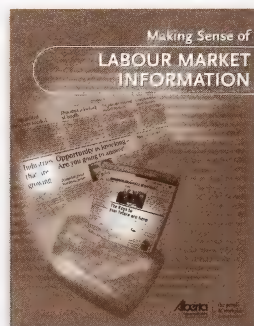
Catalogue Item # 505258

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.50 each

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



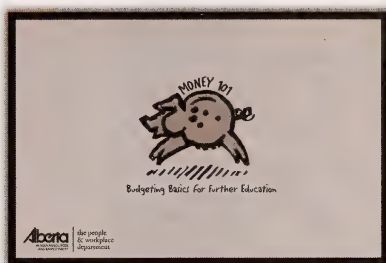
## Money 101

### Budgeting basics for further education

(book, updated 2005, 54 pp.)

**Target Audience:** parents; youth

How are you going to pay for studies at a Canadian college or university? Enrol first in *Money 101*, a short course about the hard-rock realities of financing your education. *Money 101* offers straight talk about why you should invest in further education, how to set personal goals and how to figure out what your education will cost. The book offers suggestions on ways to pay for it, budgeting, banking and avoiding the pitfalls of plastic, and stretching your \$\$\$\$. Students share their experiences with handling money.



#### Catalogue Item # 563537

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$5.25 each

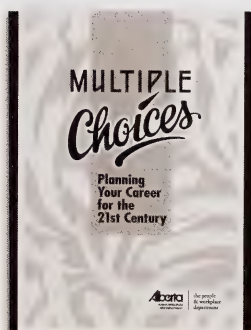
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Multiple Choices

### Planning your career for the 21st century

(book, updated 2000, 64 pp.)

**Target Audience:** job seekers/workers; youth



Every day you are making multiple choices on this journey called life. This book will help you become comfortable with your choices along the way and provide you with the career building knowledge and skills you need to make decisions more easily. Practical exercises help you clarify your dreams, identify your skills and assets and recognize attitudes and beliefs that either support or hinder you on your life's journey.

#### Catalogue Item # 359069

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$7.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## OCCinfo 2006

(more than 530 occupational profiles, 2006, 3-hole punched printed package, 2,500+ pp.)

**Target Audience:** job seekers/workers; teachers/counsellors, career and HR practitioners; youth



This handy reference contains Alberta profiles of more than 530 occupations, covering duties, working conditions, salaries, employment outlook, personal characteristics and required educational qualifications. Occupations are organized alphabetically, by industry, by school subjects and by primary interest. *OCCinfo* includes helpful definitions and a cross-referenced index. For the most current information at no charge, visit the website at [www.alis.gov.ab.ca/occinfo](http://www.alis.gov.ab.ca/occinfo)

### Catalogue Item # 623828

Professional Resource

\$50.00 each package for Alberta, NWT and Nunavut residents

\$100.00 each package out of Alberta

For information on educational programs in Alberta, see *EDinfo*.

For information on registration and certification requirements for Alberta occupations, see *CERTinfo*.

## Positive Works II

(workbook, 2001, 64 pp.)

**Target Audience:** job seekers/workers

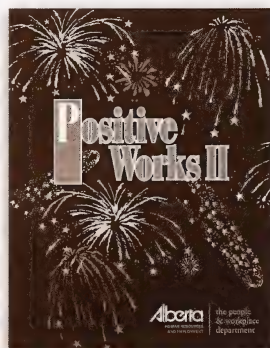
If you believe there are no jobs out there, then you probably won't put much effort into getting one. But if you believe there are opportunities out there, then there will be nothing stopping you. It's amazing what you can accomplish by changing negative attitudes and beliefs into positive ones. This book is full of exercises and tips to help you put those positives to work for you in all areas of your life: goal-setting, learning, improving relationships, coping with stress, and finding and keeping work.

### Catalogue Item # 332891

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Radical Change in the World of Work

### The workbook

(workbook, updated 2003, 104 pp.)

**Target Audience:** job seekers/workers

*Radical Change in the World of Work:* The workbook takes self-directed adults through the range of work options available to them. It covers virtually everything needed for today's career building: self-analysis, visioning, attitudes and beliefs about work, relationship building, exploration of work alternatives, and Magnusson's 5 P's of planning—pride, passion, purpose, performance and poise.

#### Catalogue Item # 308694

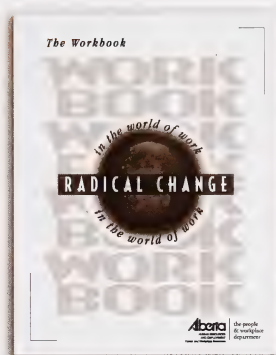
Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$10.00 each

10+ copies \$8.00 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

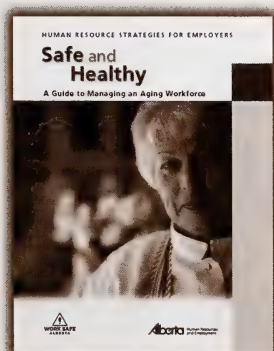


## Safe and Healthy

**A guide to managing an aging workforce**

(book, 2006, 44 pp.)

**Target Audience:** employers, including managers/supervisors



The average age of the workforce is rising and labour shortages are becoming more common in Alberta workplaces. Employers are looking to retain their valued older workers (age 45+) and, in some cases, are in a position to hire older employees for vacancies in their organization. This publication examines perceptions and realities about the capabilities of the older worker and offers ways to keep your employees of any age safe and healthy on the job. This publication is one of a series on Human Resource Strategies for Employers.

#### Catalogue Item # 623852

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

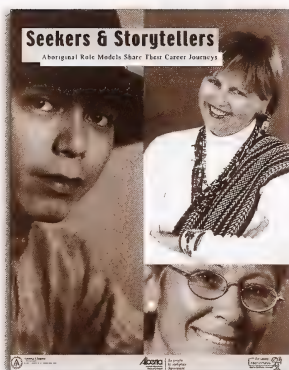
# PUBLICATIONS

## Seekers & Storytellers

Aboriginal role models share their career journeys

(book, 2002, 62 pp.)

**Target Audience:** Aboriginal people; youth



This resource is designed for Aboriginal youth looking for information and inspiration to plan their futures. Each Aboriginal role model featured in the book talks about challenges they have overcome on their career journeys, and each page features a resource available to help young people dealing with a similar challenge. The High Five career development themes are woven throughout. This resource was created in partnership with the Interprovincial Association on Native Employment (Alberta Chapter) and Alberta Children's Services.

*This publication will be discontinued in 2008.*

**Catalogue Item # 457491**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Self-Employment

Is it for me?

(workbook, updated 2004, 28 pp.)

**Target Audience:** job seekers/workers

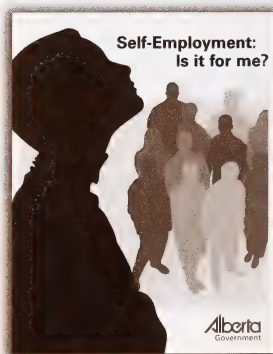
Thinking of becoming your own boss? This primer outlines the benefits and challenges of self-employment and examines the motivation, skills, traits and background of successful entrepreneurs. It explores the various forms of self-employment and how to get started in business. There are hints to get you thinking about innovative products and services, information on writing business plans and more.

**Catalogue Item # 332437**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each



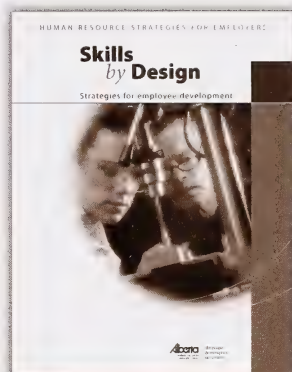
Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Skills by Design Strategies for employee development

(book, 2005, 48 pp.)

**Target Audience:** employers, including managers/supervisors

Taking the time to read this book is an investment in your company's future. *Skills by Design* is a toolbox for employers looking to sharpen the skills of their workforce. The publication builds the case that any business, no matter how small, should have the tools and know-how to do regular inspections, maintenance and enhancement of employee skills. It features the why to, how to and practical what to do of employee skills development. This publication is one of a series on Human Resource Strategies for Employers.



Catalogue # 567290

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$6.50 each

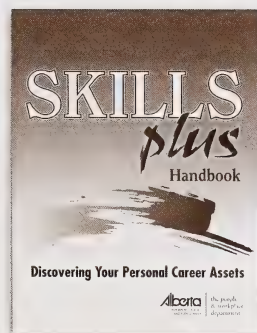
10+ copies \$5.25 each

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Skills Plus Handbook Discovering your personal career assets

(workbook, 2001, 54 pp.)

**Target Audience:** job seekers/workers; youth



A self-assessment workbook to help you learn about the skills and assets you have that will help you adapt in today's world of work. Read about the skills employers are looking for and work on exercises that will help you identify your own strengths. Includes suggestions for keeping track of your skills and ideas for repackaging your career assets to suit your current needs. By the end of the book you will have developed a summary of personal assets that will help you with future career choices.

Catalogue Item # 378142

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Stretch Your Dollars

Budgeting basics

(book, 2004, 32 pp.)

**Target Audience:** parents; youth



Would you like to get as much as possible from each dollar you have? This publication, produced by Credit Counselling Services of Alberta, will guide you through the budget process. Includes helpful tips and suggestions on how to cut your expenses, boost your income and access useful information, services and programs.

**Catalogue Item # 534067**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta an on-line copy is available at

**[www.creditcounselling.com](http://www.creditcounselling.com)** (click on Printed Materials and scroll to Stretch Your Dollars)

## Time to Choose...

a post-secondary education program, 2006–2007

(book, 2006, 76 pp.)

**Target Audience:** youth

Planning to take further education in Alberta? *Time to Choose* has up-to-date information on various education options, what programs are offered and where, overviews and features of various educational institutions, contacts and more.

**Catalogue Item # 650417**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$6.50 each

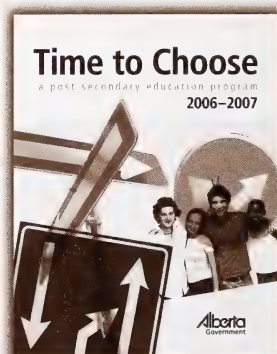
10+ copies \$6.00 each

For additional information on educational programs in Alberta, see *EDinfo*.

Also available on-line, free of charge, at

**[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)**

**NEW**



## Training for Work

(book, 2004, 48 pp.)

**Target Audience:** job seekers/workers; youth

*Training for Work* offers creative alternatives to the traditional full-time classroom setting. Take advantage of opportunities that will maximize your training options and consider how mentoring, volunteering, self-study, short-term courses and on-the-job training will boost your employability.



Catalogue Item # 534083

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta 1–9 copies \$5.00 each

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Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Volunteering

**How to build your career by helping others**

(book, updated 2003, 52 pp.)

**Target Audience:** job seekers/workers; youth



Looking for a job but don't have enough experience or connections? Want to change occupations but don't know what to do? Volunteer and get what you need by giving. This book describes the many benefits volunteering offers people as a career-building strategy for gaining experience, adding new skills, making contacts and researching career ideas. Concludes with a section on how to use your volunteer experience on your resumé and in your career portfolio to get the work you want.

Catalogue Item # 359308

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Out of Alberta 1–9 copies \$4.00 each

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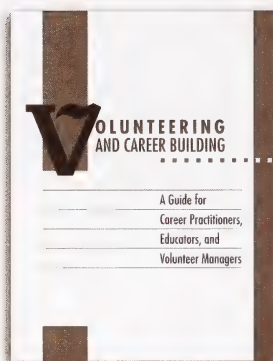
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Volunteering and Career Building

A guide for career practitioners, educators, and volunteer managers  
(book, 1998, 44 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners



Volunteering is a valuable career-building tool to help develop job skills, build confidence and provide work experience and networking opportunities. This guide is for educators interested in providing practicum experience for students, for career practitioners assisting people with career planning, and for managers of volunteers wanting to get the maximum potential out of volunteer opportunities and create win-win experiences for volunteers. There are tips on incorporating career development strategies when preparing clients and students for volunteer roles and finding them appropriate placements.

**Catalogue Item # 359316**

Professional Resource

Alberta/NWT/Nunavut    1-9 copies \$5.00 each  
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   10+ copies \$5.00 each

## Welcome to Alberta Information for immigrants

(book, 2005, 64 pp.)

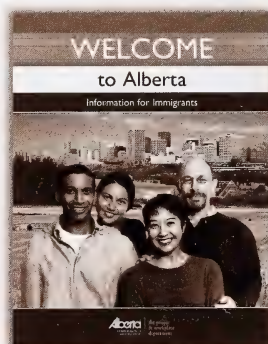
**Target Audience:** immigrants

This guide provides useful information for settling and living in the province. It covers a wide range of topics, including Alberta's geography and climate, housing, employment, education and health care. Other topics include currency and the banking system, child care, transportation, recreation opportunities and the legal system. In addition, the guide contains phone numbers and Internet addresses for more information.

**Catalogue Item # 609050**

Free of charge for Alberta, NWT and Nunavut residents

Out of Alberta    1-9 copies \$7.50 each  
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For the most current information, see the *Welcome to Alberta* website at [www.alis.gov.ab.ca/welcometoalberta](http://www.alis.gov.ab.ca/welcometoalberta)

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

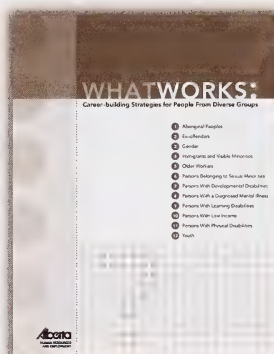
## What Works

### Career-building strategies for people from diverse groups

(counsellor resource, updated 2006, 3-hole punched printed package, 266 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners

*What Works* is a unique counselling manual of client-driven, strength-based approaches and effective strategies for working with diverse groups: Aboriginal peoples, youth, ex-offenders, immigrants and visible minorities, older workers, persons with a developmental, learning or physical disability, persons diagnosed with mental illness, persons with low income and persons belonging to sexual minorities. Each chapter covers general characteristics, employment issues and effective strategies and practices for counselling these individuals. An extensive bibliographical and endnote section and links to websites specific to each chapter are included.



Catalogue Item # 623844

Professional Resource

\$30.00 each for Alberta, NWT and Nunavut residents

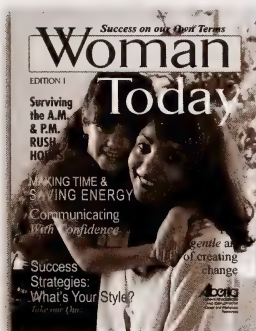
\$50.00 each out of Alberta

## Woman Today, Edition 1

### Success on our own terms

(magazine, updated 2001, 48 pp.)

**Target Audience:** job seekers/workers



“Making Time, Saving Energy.” “The Gentle Art of Creating Change.” These are just two of the topics covered in this lively magazine for women who want to make positive changes in their lives. Ideal for women who are going back to school or getting ready to look for work, *Woman Today, Edition 1* will help them balance all the new demands in their lives. Articles provide inspiration and advice on everything from setting personal goals to surviving the morning and evening rush hours in a busy household. A support magazine for women in transition.

Catalogue Item # 325630

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Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

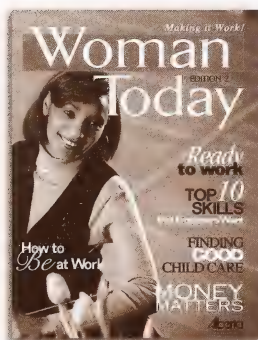
# PUBLICATIONS

## Woman Today, Edition 2

### Making it work!

(magazine, updated 2000, 58 pp.)

**Target Audience:** job seekers/workers



A bright, information-packed magazine for women who are getting ready to step into the world of paid work, either for the first time or after some stops and starts. *Woman Today, Edition 2* will help you balance all the new demands in your life with confidence. "Could Self-Employment Work for You?" or "Finding Good Child Care": these and many more articles present valuable information on everything from acting professionally to delegating household chores. Plus valuable advice on what to do about sexual harassment in the workplace. A next step following *Woman Today, Edition 1, Success on our own terms*.

Catalogue Item # 356643

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Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Workability

### What you need to get and keep a job

(book, 2007)

**Target Audience:** low literacy; job seekers/workers; teachers/counsellors, career and HR practitioners; youth; immigrants

This newly revised and expanded handbook provides practical information about key skills and attitudes required by job seekers in today's job market. It includes activities to self-assess current skills and define those that need to be developed to be successful in the job market. Stock of the current *Workability Handbook* (Catalogue Item # 324260) will be available until the new edition is released.

Catalogue Item # 675134

Free of charge for Alberta, NWT and Nunavut residents

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Will also be available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

**Update  
Available  
Summer 2007**

## Working in Alberta

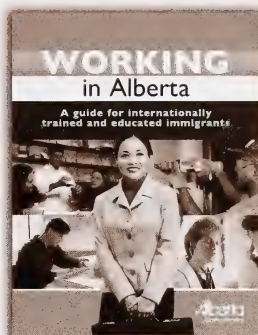
**A guide for internationally trained and educated immigrants**

(book, 2005, 76 pp.)

**Target Audience:** immigrants

Have you obtained your education and skills training outside of Canada? Do you need to make some decisions about your work life in Alberta? Then this guide could help you get started.

*Working in Alberta* can help you research your occupation in Alberta, look at other work alternatives and become familiar with the Alberta workplace. You'll find information on topics including recognition of international qualifications, registration and certification, occupational information, career management, job search skills and the labour market. It also includes information about the agencies, professional organizations, government departments, websites and publications that can help during this period of transition.



**Catalogue Item # 567307**

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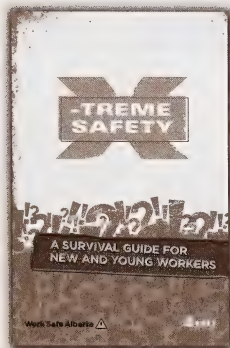
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## X-treme Safety

**A survival guide for new and young workers**

(book, updated 2006, 44 pp.)

**Target Audience:** employers, including managers/supervisors; parents; job seekers/workers; teachers/counsellors, career and HR practitioners; youth



Using the analogy of X-treme sport, this survival guide for young, inexperienced workers is packed with information about workplace health and safety regulations and employment standards in Alberta. Through personal stories, quizzes and checklists, youth gain the information they need to contribute to working in a safe, healthy and fair work environment. The book includes a detachable bookmark that can be used as a reminder for youth to take charge before they take on the job world.

**Catalogue Item # 454992**

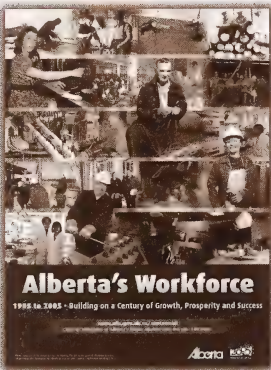
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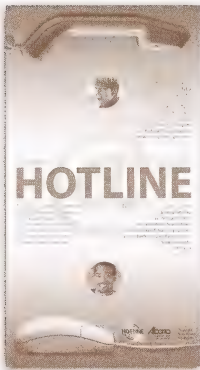
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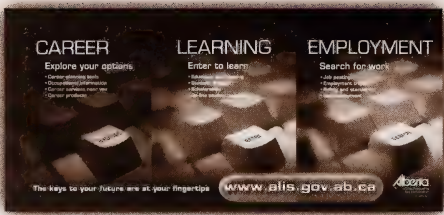
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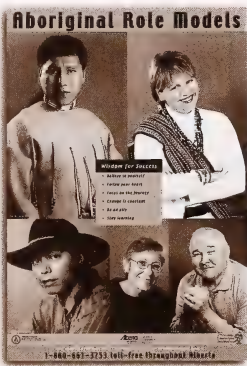
573396 –  
Alberta's Workforce\*  
(Centennial)



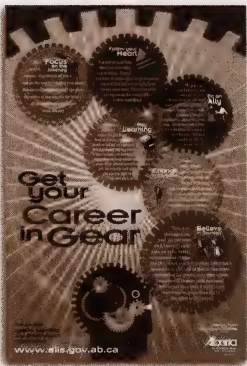
529638 – Career  
Information Hotline



459900 – ALIS



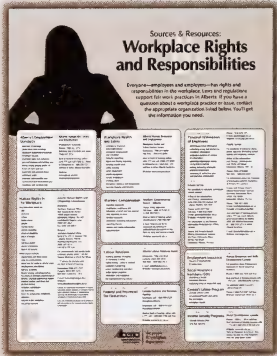
459116 – Aboriginal  
Role Models\*



445892 – Career Gear



108804 –  
Positive Works

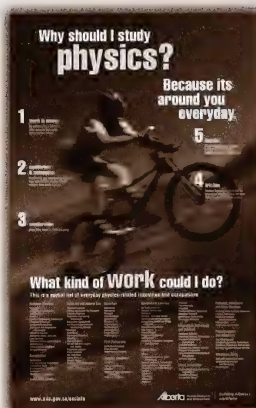


567274 –  
Sources and Resources:  
Workplace Rights  
and Responsibilities

\*These products will be discontinued in 2008.



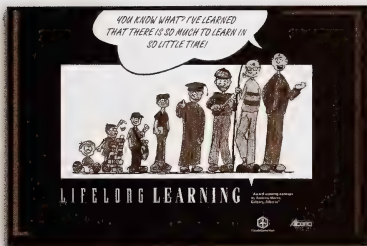
**509292 – Positive Works at Work (set of 2)**



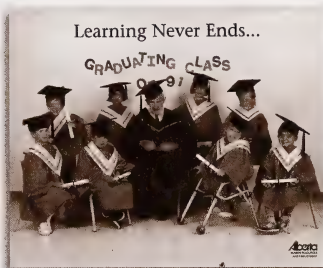
**418500 – Physics Connections**



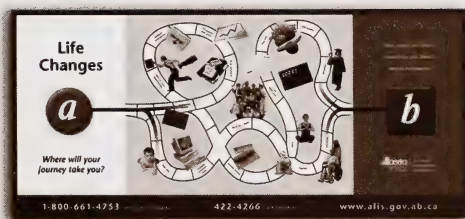
**107210 – Many Hats Many Choices**



**240937 – Lifelong Learning, Growing Up**



**108474 – Learning Never Ends\***



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